



# **Americans with Disabilities Act (ADA) Transition Plan 2019**

**Town of Signal Mountain, TN**

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# Introduction

## Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services provided by public entities. The Town of Signal Mountain must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” (42 USC Sec. 12132; 28 CFR Sec. 35.130)

As required by Title II of ADA (28 CFR Part 35 Sec. 35.105 and Sec. 35.150), the Town of Signal Mountain has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

## ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Act (ABA) of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

## Program Access

The ADA's Section 202 states that:

*... no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.*

The ADA's Section 204 required that the U.S. Department of Justice (DOJ) promulgate implementing regulations by 26 July 1991, one year after enactment of the legislation. These regulations are 28 CFR 28, published on July 26, 1991. 28 CFR 35.149 states:

*... no otherwise qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity or be subjected to discrimination by any public entity.*

28 CFR 35.150 states that:

*A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.*

This statutory and regulatory language above describes what is known as "program access" – a situation where all programs are readily accessible to, and usable by qualified persons with disabilities. The determination of what is an equal and integrated setting will be made on a case-by-case basis. What is appropriate for one person with a specific impairment may not be useful or appropriate for another person with the same impairment. Failure to provide "program access" is an illegal act of discrimination under Title II of the ADA. The Town must identify and correct policies and practices that have the effect of discriminating against individuals with disabilities.

## Public Right-of-Way

Public right-of-way in the Town of Signal Mountain includes roadways and their adjacent facilities that serve a transportation purpose. This includes sidewalks, curb ramps, pedestrian signals crosswalks, and trails that provide a transportation route. Since the Tennessee Department of Transportation has adopted the requirements of PROWAG (Public Rights-of-Way Accessibility Guidelines), this report assumes all accessibility improvements are to be done within PROWAG.

## Agency Requirements

Under Title II, Town of Signal Mountain must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [28 CFR Sec. 35.150].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [28 CFR Sec. 35.130 (a)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [28 CFR Sec. 35.130(b)(7)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [28 CFR Sec. 35.130(b)(iv) and (d)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [29 CFR Sec. 35.160(a)].
- Must designate at least one responsible employee to coordinate ADA compliance [28 CFR Sec. 35.107(a)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [28 CFR Sec. 35.107(a)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [28 CFR Sec. 35.106]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [28 CFR Sec. 104.8(a)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [28 CFR Sec. 35.107(b)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

## Designation of Responsibility

### ADA Title II Coordinator

In accordance with 28 CFR 35.107(a), the Town of Signal Mountain has designated the following person to serve as ADA Title II Coordinator, to oversee the Town's policies and procedures:

Name Sam Guin Job Title Special Projects and Compliance Manager

### ADA Transition Plan Implementation Coordinator

In accordance with 28 CFR 35.150(d)(3), the Town of Signal Mountain has designated the following person to serve as ADA Transition Plan Implementation Coordinator, to monitor the Town's progress and manage review and updates of this document:

Name Sam Guin Job Title Special Projects and Compliance Manager

Contact information is provided in Appendix E.

## Training

Training is an important tool for ensuring compliance with ADA requirements. The ADA Coordinator will identify resources and opportunities for agency employees at various levels to receive ADA-related training appropriate to their job functions. Multiple employees including the ADA Title II Coordinator have completed the ADA Basic Building Blocks Course provided by the ADA National Network.

# Self-Evaluation

## Overview

Under Title II of the ADA (28 CFR Sec. 35.105), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The Town of Signal Mountain has performed a thorough self-evaluation of its building facilities and public right-of-way facilities. The complete self-evaluation documents can be viewed at the Signal Mountain Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN, during normal business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. A summary of the findings is contained herein.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information and Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.
- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the Town rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [28 CFR Sec. 35.105(b)].

Furthermore, a public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.



## Relationship of Self-Evaluation and Transition Plan

28 CFR 35.150 details the methods that a public entity such as the Town may use to provide program access. These include:

- Reassignment of services to accessible buildings;
- Delivery of services at alternate accessible sites;
- Alteration of existing facilities and construction of new facilities; or
- Any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

From an architectural standpoint, this requirement does not mean every building has to be accessible. However, every program must be accessible. The transition plan documents facility accessibility and provides a plan for making necessary changes.

One of the most important aspects of preparing a transition plan is assigning priorities to structural modifications necessary to achieve program access. Obviously, the highest priority items should be undertaken first, and the schedule for completion is dependent on these determinations.

## Transition Plan

### Purpose and Need of the Transition Plan

The major purpose of a Transition Plan as it relates to buildings and facilities owned and operated by a public entity is to document the existing barriers to persons with disabilities, and to propose the structural and non-structural steps to be undertaken to provide program accessibility. Many components contributed to the development of this Transition Plan. Comprehensive surveys and evaluation were performed of the architectural barriers present at Town owned, operated, or utilized facilities. The term “facilities” is intended to include buildings, structures, or any part of real property that involves a specific use by persons. The surveying process was conducted in the first half of the 2019 year, leading up to the drafting of this Transition Plan.

The Town has been making ongoing improvements and removing barriers on a continual basis. Therefore, some physical improvements listed in the detailed surveys may have begun, been partially completed, or fully completed prior to the adoption of the Transition Plan.

The Town of Signal Mountain has undertaken a comprehensive evaluation of its policies, programs, and facilities (both structural and transportation) to determine the extent to which individuals with disabilities may be restricted in their access to Town services and activities.

This document will guide the planning and implementation of necessary program and facility modifications. It is intended to be a living document, updated and refreshed as changes occur. The ADA Self-Evaluation and Transition Plan establishes the Town’s commitment to the development and maintenance of policies, programs, and facilities that include all its citizenry.

### Process and Findings

In the first of half of the year of 2019, the Town of Signal Mountain completed a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way with regard to accessibility. A summary of the findings from this review are provided below and a more detailed analysis can be found in Appendix A, under the headings of Communications and Building Facilities (A1) and Pedestrian Facilities (A2).

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections provide a summary of improvements that have already been made, and obstacles that the Town plans to address as part of this Transition Plan.

## Implementation of Transition Plan

With the acceptance of the final Transition Plan by the Town Council, the mitigation of physical barriers in facilities and the public rights-of-way will begin. The Town of Signal Mountain's final document shall be a living document, updated as improvements in accessibility are completed. The plan shall remain available for public information and inspection during regular business hours at the Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN.

## Measuring the Success of the Transition Plan

It is the intent of the Town to periodically evaluate the success of improving access to its programs by compiling both statistical measures of success and directly engaging our citizens to determine their satisfaction. Examples of such measures of success include:

- Measuring the level of public participation in programs.
- Tracking the number of requests for programs that are accessible to people with disabilities. Tracking attendance and repeat registrants.
- Asking staff to evaluate the success of a program.
- Surveying program participants about desired improvements.
- Soliciting feedback from personal contact (i.e., word-of-mouth).
- Comparing programs to goals and objectives published by the federal government.

## On-Going Accessibility Improvements

Opportunities for further improvement of Town services and facilities for ADA compliance will continue to arise as advances are made in technology and the provision of programs for people with disabilities. Additionally, as the Town acquires new facilities and develops new programs, it will be necessary to review each for access compliance. It is the intent of the Town to keep its programs up-to-date through increased community involvement and partnerships with organizations offering services to persons with disabilities. All new facilities must comply with ADA design standards for new construction throughout the entire facility and not just in the public access areas.

## Communications, Information and Facility Signage

Title II of ADA includes the following requirements regarding Communications.

### **General (28 CFR Sec. 35.160)**

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

### **Information and Signage (28 CFR Sec. 35.163)**

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

Other examples of important communication items/devices include Accessible Pedestrian Signals (APS) used at intersections, and signs, pavement markings and other traffic control devices used to provide advance warning and positive guidance in the vicinity of construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian access routes. The *Pedestrian Checklist and Considerations for Temporary Traffic Control Zones* provides an overview of pedestrian-related considerations to enhance safety and accessibility for these types of situations. Appendix A2 of this Transition Plan provides additional information about communication items related to Pedestrian Facilities / Public Rights-of-Way.

In recent years, the Town has implemented the following accessibility improvements with regard to communications, information and facility signage:

- *Adopted new Public Notice and Grievance Procedures which are on our website and are posted in our facilities*
- *In the process of a complete website re-design which, among other things, will be ADA accessible*

- *Began livestreaming Council meetings and other important meetings via YouTube to allow engagement from any location*
- *Work with the Partnership for Families, Children and Adults, Services for the Deaf, Deaf-Blind and Hard of Hearing, to provide access to sign language interpreting services when requested*
- *Parking lot re-striping and signage placed at the Mountain Arts Community Center*
- *Parking lot re-striping and signage placed at the Signal Mountain Town Hall, Town Hall Gym, Guild Room, Town Hall Playground, Town Pool, and Scott/Rutledge Fields*
- *Parking lot re-striping and signage placed at the Signal Mountain Police/Fire Dept.*

The Town has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. A summary of the findings from this evaluation are provided in Appendix A1.

### Improvement Schedule

Moving forward, the Town of Signal Mountain plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

<b><i>Communications, Information and Facility Signage</i></b>			
<b>Item/Description</b>	<b>Accessibility Concern</b>	<b>Improvement Method</b>	<b>Schedule</b>
All parking lot signage	Handicap spaces are not properly labeled	New signage will be installed by in-house personnel	During the 2019-20 budget year
All facility signage	Handicap accessible entrances and restrooms as well as directional signs are not properly labeled	Signs will be installed or corrected	During the 2019-20 budget year
TTY telephone systems in public areas	People with disabilities would not be able to use	We will be evaluating options to determine what the best course of action will be	During the 2019-20 budget year

Website	Website may not be compatible with certain handicap accessible readers	Re-design website to allow proper access and compatibility	During the 2019-20 budget year
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## Building Facilities and Related Parking Lots/Facilities

The Town of Signal Mountain is responsible for the following public buildings/facilities:

- Fire and Police Department
- Fire Department Station 2
- Guild Room
- Library
- Mountain Arts Community Center
- Public Works Department
- Recycle Center
- Town Hall
- Town Hall Gym
- Town Pool
- Water Department
- Water Pump Station
- Various playgrounds, parks, and ball fields

In recent years, the Town has implemented the following accessibility improvements to its building facilities:

- *Construction of new Public Works facility which is nearly fully compliant with ADA Standards*
- *Construction of new Fire Department Station 2 which is fully compliant with ADA Standards*
- *Installation of automatic-open doors at the entrance to Town Hall*
- *Installation of secondary accessible entrance to Town Hall*
- *Extensive renovation of the Mountain Arts Community Center making many upgrades for accessibility including a wheelchair lift and 2 accessible entrances and the addition of a van accessible space with appropriate signage*

The Town has conducted a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the *ADA Checklist for Existing Facilities* publication. A summary of the findings from this evaluation are provided in Appendix A1. The accessibility barriers/issues identified as currently existing have been ranked in order of priority for improvement.

## Improvement Schedule

Moving forward, the Town of Signal Mountain plans to implement improvements for the following items that have been identified as potential obstacles to accessibility. We must note that, although we hope to complete these renovations in the time frame laid out below, as a living document, priorities may change and any and all renovations will be based upon available funds.

<b><i>Building Facilities and Related Parking Lots/Facilities</i></b>	
<b>Schedule</b>	<b>Description of Accessibility Improvement Projects / Methods</b>
Year 1 (2019-20)	<ul style="list-style-type: none"> <li>• All items identified as those that can be done with relative ease and/or low cost (labeled as “Priority Green” in the self-evaluation)</li> <li>• Parking lot improvements at Recycle Center</li> <li>• Architecture for ADA renovation in the Signal Mountain Town Hall</li> <li>• Complete renovation including ADA improvements at Marion/Driver Fields (this is a State Grant project that could continue into Year 2)</li> </ul>
Year 2 (2020-21)	<ul style="list-style-type: none"> <li>• ADA renovation of Signal Mountain Town Hall, Guild Room, and Town Hall Gym improving accessibility and restroom facilities</li> <li>• Begin Town Pool renovations to improve accessibility</li> <li>• Begin renovations to playground, park, and ball field facilities</li> </ul>
Years 3 – 5 (2021-22 to 2023-24)	<ul style="list-style-type: none"> <li>• Modifications to the front entrance of the Mountain Arts Community Center to provide handicap accessibility; building currently has an alternative handicap entrance</li> <li>• Fire and Police Dept. renovation for ADA accessibility</li> <li>• Library modifications for ADA in conjunction with planned renovation; timeline is dependent on fundraising efforts</li> <li>• Continue Town Pool renovations to improve accessibility</li> <li>• Renovations to Town Water Dept building to improve accessibility and restroom facilities</li> <li>• Continue renovations to playground, park, and ball field facilities</li> </ul>

## Pedestrian Facilities / Public Rights-of-Way

As part of the self-evaluation process, Town of Signal Mountain has conducted an inventory and evaluation of pedestrian facilities within its public rights-of-way, which consist of the following:

- 10.3 miles of sidewalks
- 13 curb ramps
- 51 intersections with sidewalks
- 21 crosswalks
- 1 traffic control signal

A more detailed evaluation of these facilities with regard to accessibility compliance is provided in Appendix A2, and will be reviewed annually and updated as necessary.

### Previous Practices

Since the adoption of the ADA, Town of Signal Mountain has striven to provide accessible pedestrian features as part of the Town's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the Town updated its procedures to accommodate these methods.

In recent years, the Town has implemented the following accessibility improvements to its pedestrian facilities:

- Creation of a *Signal Mountain Bicycle and Pedestrian Plan*
  - Done through a committee of Town staff, a Planning Commission member, a Town Council member, and a citizen
  - Public input plan included an online survey and an open house
  - The Plan was subsequently adopted by Town Council in September of 2018
- Application for multiple grants including Transportation Alternatives Program Grants (awarded), Transportation Improvement Program Grants (awarded), and Multimodal Access Grants
- Adoption of Sub-Division Regulations that require developers to install ADA accessible sidewalks in any and all new neighborhoods

### Methodology

The Town of Signal Mountain will utilize three methods for upgrading or building pedestrian facilities that meet current ADA standards:



- The first and most comprehensive method is through scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.
- The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be incorporated into the Capital Improvement Program (CIP) on a case-by-case basis as determined by Town of Signal Mountain staff. The Town will continue to pursue grant funds for these improvements from various sources.
- The third method will be through new development. These will be performed at no cost to the Town. Our Subdivision Regulations, which offer the rules that developers must adhere to, state:

*Sidewalks shall be designed and constructed so as to comply with ADA Standards for Accessible Design as published by the U.S. Department of Justice and excepted from 28 CFR Part 36 (Revised July 1, 1994) and any subsequent amendments or supplements.*

## Policy

The Town of Signal Mountain's goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The Town has adopted ADA design standards and procedures as listed in Appendix F. These standards and procedures will be kept up-to-date with nationwide and local best management practices.

The Town will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The Town will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the Town jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the Town. Examples of typical maintenance items relating to accessibility include: snow removal and ice control for sidewalks, sidewalk repair policy, renewal of crosswalk markings, and signal hardware. Detailed information is provided in Appendix A1.

Requests for accessibility improvements can be submitted to the ADA Title II Coordinator or Transition Plan Implementation Coordinator. Contact information is provided in Appendix E.

## Priority Areas

The Town of Signal Mountain has identified specific locations or projects as priorities for planned accessibility improvement projects. The priorities as identified in the self-evaluation are as follows:

- The sidewalks in the neighborhood known as Old Town will be re-built; this is a current grant project that has been awarded and is with the State for review
- Additional curb ramps throughout the Town's sidewalk system
- In areas where sidewalks are less than five (5) feet wide, add "passing lanes" that are not less than five (5) feet wide
- Work to ensure there are no dead-end sidewalks

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

## External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the Town of Signal Mountain. The Town will coordinate with those agencies to assist with identifying and facilitating elimination of accessibility barriers along their routes where possible.

## Improvement Schedule

The Town of Signal Mountain has established the following schedule of goals for improving the accessibility of its pedestrian facilities within the Town jurisdiction:

<i><b>Pedestrian Facilities / Public Right-of-Way</b></i>	
<b>Schedule</b>	<b>Description of Accessibility Improvement Projects / Methods</b>
Within 5 years	<ul style="list-style-type: none"><li>• Completion of Old Town sidewalk project</li><li>• Installation of curb ramps in high priority areas</li></ul>
Within 10 years	<ul style="list-style-type: none"><li>• Installation of curb ramps in other areas</li><li>• Installation of "passing lanes" on sidewalks less than 5' in width to achieve compliance for existing sidewalks</li></ul>
Within 20 years	<ul style="list-style-type: none"><li>• Installation of additional sidewalks to improve connectivity and accessibility</li></ul>

## Public Outreach

The Town recognizes that public participation is an important component in the development of this transition plan. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of the Town of Signal Mountain.

Public outreach for preparation of this document has consisted of the following activities:

- *Multiple social media posts and community email blasts describing the ADA Transition Plan process and soliciting input from any interested party.*
  - *This process resulted in numerous letters and emails offering ideas and suggestions for better accessibility in several of our facilities*
- *Partnering with Assistant Professor Dr. Erin Melhorn, OTD, OTR/L, in the Occupational Therapy Doctorate Program at the University of Tennessee at Chattanooga*
  - *Dr. Melhorn's second year OT Doctorate students divided into groups which then took one of our facilities each and did a comprehensive review of its' accessibility*

Appendix C provides more information regarding the public outreach activities.

## Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. This public notice is provided in Appendix D.

If users of Town of Signal Mountain's facilities and services believe the Town has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with 28 CFR Sec. 35.107(b), the Town has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints or concerns. This grievance procedure is also outlined in Appendix D.

## Progress Monitoring and Transition Plan Management

This Transition Plan is considered to be a living document that will continue to be updated as conditions within the Town evolve. The initial schedule is to formally review the complete document (main body and appendices) at least once per year to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document may include a public comment period to continue the Town's public outreach efforts.

The Town of Signal Mountain recognizes that ADA compliance is an ongoing responsibility which will require monitoring to identify future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or changes within public rights-of-way that could create new accessibility obstacles. Therefore, the ADA Title II Coordinator and Transition Plan Implementation Coordinator along with the Head of the Facilities Maintenance Department will establish an on-going monitoring/inspection program to ensure that facilities continue to comply with ADA requirements. Agency employees will also be encouraged to report any accessibility concerns or deficiencies that are identified.

## Formal Adoption of ADA Transition Plan

This ADA Transition Plan is hereby adopted by the Town of Signal Mountain, effective November 26, 2019.


Signed:

  
\_\_\_\_\_  
ADA Title II Coordinator

11/25/19  
Date

  
\_\_\_\_\_  
ADA Transition Plan Implementation Coordinator

11/25/19  
Date

  
\_\_\_\_\_  
Dan Landrum, Mayor

11-25-19  
Date

## Appendices

### A. Self-Evaluation

A1. Communications, Information and Facility Signage; Building Facilities and Related Parking Lots/Facilities

A2. Pedestrian Facilities / Public Rights-of-Way

### B. Schedule and Budget Information

### C. Public Outreach

### D. Public Notice of ADA Requirements and Grievance Procedure

### E. Contact Information

### F. Agency ADA Design Standards and Improvement/Compliance Procedures

### G. Glossary of Terms

## Appendix A – Self-Evaluation

A public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

### Interested Persons Consulted

The Town's ADA Transition Plan Staff Team consisted of the following:

1. Sam Guin – Special Projects and Compliance Manager/ADA Coordinator
2. Boyd Veal – Town Manager
3. Eric Mitchell – Fire Chief/Department head over Facilities Maintenance
4. Chuck Martin – Town Codes Official/Building Inspector
5. Jarred Thompson – Director of Parks and Recreation
6. Kyle Branning – Town Engineering Tech

This team has met multiple times with the goal of setting the list of priorities to create greater accessibility.

We have also spoken with many users of our facilities informally, both with physical limitations and without, to find out what we can do to improve accessibility to our facilities.

A summary of the areas examined, problems identified and any modifications made are listed in the following sections A1 and A2. The complete self-evaluation documents can be viewed at the Signal Mountain Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN, during normal business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

## A1. Communications, Information and Facility Signage

The Town has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. A summary of the results is listed as follows:

### **Inventory and Findings**

The following lists the areas that were found to be deficient based on the *ADA Checklist* provided by the Institute for Human Centered Design. They are broken down into the individual facilities in which the problem was located. They are presented in the order in which they are found in the *ADA Checklist*. They have been prioritized and that priority list can be found within the *Communications, Information and Facility Signage Improvement Schedule*.

#### *Fire and Police Station*

1. Bottom of handicap parking sign is too low (1.10)
2. No van accessible signage (1.11)
3. No signage at inaccessible entrance (1.39)
4. No signage at accessible entrance (1.40)
5. No signage at inaccessible toilet rooms (3.2)
6. No signage at accessible toilet room (3.3)
7. Highest operable part of phone is too high (4.11)
8. Volume control is not identified by a pictogram of a telephone (4.14)
9. Telephone does not have a TTY (4.15)
10. No sign leading to TTY (4.18)

#### *Guild Room*

1. No signage at inaccessible entrance (1.39)
2. No signage at accessible entrance (1.40)

#### *Library*

1. No Van Accessible sign (1.11)
2. Sign not mounted on latch side of door (2.38)
3. No signs at inaccessible toilet rooms to point you to accessible toilet rooms (3.2)
4. Signs are not mounted on latch side of door (3.9)
5. Fire alarms don't have both audible and visible signals (4.20)

#### *MACC*

1. Inaccessible entrances don't have signs indicating where accessible entrances are (1.39)



2. Accessible entrance doesn't have International Symbol of Accessibility (1.40)
3. Text characters are not raised on permanent signs; no braille; not on latch side of door (2.38)
4. Signs at toilet rooms are not raised; no braille; not on latch side of door (3.5)

#### *Public Works*

1. Signs do not contain raised characters or Braille (3.5)

#### *Recycle Center*

1. No van accessible signage (1.11)

#### *Town Hall*

1. No sign at the accessible entrance (1.40)
2. No signs for permanent rooms and spaces (2.38)
3. Directional signs are not high enough (2.39)
4. No signs at inaccessible toilet rooms (3.2)
5. No signs at accessible toilet rooms (3.3)
6. No signs (3.5)

#### *Town Hall Gym*

1. No signage at inaccessible entrances (1.39)
2. No signage at accessible entrances (1.40)
3. No raised characters or Braille on bathroom signs (3.5)

#### *Town Pool*

1. Signs do not have text that contrasts with background, raised characters, Braille, and is not mounted on the latch side of the door (2.38)
2. Text characters do not contrast with background on directional signs (2.39)
3. Signs at toilet rooms do not have text that contrasts with background, raised characters, Braille, and is not mounted on the latch side of the door (3.5)
4. No phones have TTY system (4.15)

#### *Water Department*

1. No signage indicating an accessible entrance (1.39)
2. No signage at inaccessible toilet room (3.2)
3. No signage at accessible toilet room (3.3)
4. Signage at toilet room is not proper (3.5)

## Water Pump Station

1. No signage for accessible parking (1.4)
2. No signage at entrance to indicate accessibility (1.39)

The Town plans to address most if not all of these Communications, Information, and Facility Signage issues that were found within the current fiscal year 2019-20. We do recognize that there may be some issues that are more complex and may require additional time and/or funds to complete. Those issues will be addressed as soon as possible. Fixes to some of these issues are already underway and may be completed before the adoption of this document.

## Building Facilities and Related Parking Lots/Facilities

The Town has conducted a detailed accessibility evaluation of each of its buildings, based on the *The ADA Checklist for Existing Facilities* publication which provided an extensive checklist of typical building elements/features. The checklist follows four priority areas that were identified in the Department of Justice ADA Title III regulations:

- Priority 1 – Accessible approach and entrance
- Priority 2 – Access to goods and services
- Priority 3 – Access to public toilet rooms
- Priority 4 – Access to other items such as water fountains and public telephones

Under Priority 1, an accessible route from site arrival points and an accessible entrance to the facility should be provided. This includes evaluation of parking lots and other parking facilities with regard to ADA requirements for provision of accessible parking spaces. Refer to the Priority 1 section of the *ADA Checklist for Existing Facilities* for details.

Next, under Priority 2, the layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance. Refer to the Priority 2 section of the *ADA Checklist for Existing Facilities* for details.

Priority 3 states that when toilet rooms are open to the public, they should be accessible to people with disabilities. Refer to the Priority 3 section of the *ADA Checklist for Existing Facilities* for details.

Lastly, Priority 4 says that amenities such as drinking fountains and public telephones should be accessible to people with disabilities. Refer to the Priority 4 section of the *ADA Checklist for Existing Facilities* for details.

We also utilized the *ADA Checklist for Existing Facilities* specific to both Sports Activities/Team or *Player Seating* for our ball fields as well as the one for *Play Areas* for our playgrounds.

A summary of the results and areas of deficiency are listed below. For the list of priorities and the schedule of planned improvements, please see the *Building Facilities Improvement Schedule*.

## **Inventory and Findings**

### *Fire and Police Station*

1. No alternative accessible route (1.38)
2. Ground or floor surface of the maneuvering clearance level is steeper than 1:48 (1.42)
3. Door closes too quickly (1.46)
4. No level landing at the top of ramp (2.13)
5. Not enough clearance under counter for forward approach (2.80)
6. Not enough maneuvering clearance on front approach (3.7)
7. Coat hook is too high in toilet room (3.20)
8. Pipes below lavatory are not insulated to protect against contact (3.26)
9. Towel dispenser is too high (3.29)
10. Toilet room clearance isn't enough (3.31)
11. Grab bar isn't long enough (3.33)
12. Toilet paper dispenser is too far away from front of toilet (3.38)
13. Toilet paper dispenser is located behind grab bar (3.39)

### *Guild Room*

1. Grate openings are too wide (1.16)
2. Running slope of ramp is too steep (1.17)
3. Cross slope of ramp is too steep (1.18)
4. Running slope of curb ramp is too steep (1.20)
5. Cross slope of curb ramp is too steep (1.21)
6. Handrails on only one side (1.30)
7. Handrail gripping surface is too high (1.31)
8. Handrail gripping surface is not continuous and unobstructed (1.32)
9. Handrail gripping surface is too large (1.34)
10. Handrail gripping surface does not extend far enough on each side (1.35)
11. Inside surface of ramp doesn't extend beyond face of handrail (1.36)
12. Floor surface of the maneuvering clearance level is too steep (1.42)

### *Library*

1. Carpet is not securely attached along edges (2.49)
2. Knee space not high enough under desk (2.67)

3. Door hardware not operable with one hand (3.9)
4. Mirror over sink is too high (3.19)
5. Pipes under lavatory are not insulated to prevent contact (3.26)
6. Faucet can't be operated w/o tight grasping or twisting (3.27)
7. No 36" grab bar on rear wall (3.34)
8. Flush control isn't on open side of water closet (3.37)
9. TP dispenser is too far away from front of lavatory (3.38)
10. Forward approach of water fountain is too shallow (4.2)
11. Spout of water fountain is too far back (4.7)

#### *MACC*

1. Grate opening is  $\frac{3}{4}$ " instead of  $\frac{1}{2}$ " (1.16)
2. Ramp run is 1:9 (4" h over 35" l) instead of 1:12 (1.27)
3. Not all carpet is securely attached to prevent tripping (1.49)
4. Drinking fountain protrudes more than 4" into walkway and is more than 27" above floor level from the bottom (2.8)
5. Original door handles can't be operated w/o tight gripping or twisting (2.43)
6. People in wheelchairs don't have clear line of site in auditorium (2.55)
7. Coat hook is too high (3.20)
8. Pipes below lavatory are not insulated to prevent contact (3.26)

#### *Public Works*

1. Openings on grates are greater than  $\frac{1}{2}$  inch (1.16)
2. No curb ramp at the accessible route (1.19)
3. Door closes too quickly (1.46)
4. Not enough clearance on pull side at front approach (3.7)
5. Toilet paper dispenser located behind grab bar (3.39)

#### *Town Hall*

1. Van accessible space isn't wide enough (1.5)
2. Access aisles aren't properly marked (1.7)
3. Access aisles don't adjoin an accessible route (1.9)
4. Some doors take more than 5 lbs. of force to open (2.45)
5. Door to business side closes too quickly (2.46)
6. No designated wheelchair spots in Council/Court Room but could be made due to movability of chairs (2.52)
7. Counter is too high (2.76)
8. No access portion of the counter (2.77)
9. No leg room under counter from forward approach (2.80)
10. No clear path to all fixtures (3.16)
11. Not 60" of clear floor space to turn around (3.17)

12. Not enough clear floor space after door opens (3.18)
13. Mirror is mounted too high (3.19)
14. Coat hook is mounted too high (3.20)
15. Pipes below lavatory are not insulated to protect against contact (3.26)
16. Not enough clearance inside water closet (3.31)
17. Grab bar is not long enough and doesn't extend enough from rear wall (3.33)
18. Grab bar is not long enough and doesn't extend enough on open side (3.34)
19. Flush control is not on the open side (3.37)
20. Not enough clearance with inward swinging door (3.50)

#### *Town Hall Gym*

1. There are not handrails on both sides (1.30)
2. Handrail gripping surface is too high (1.31)
3. Handrail gripping surface perimeter is too great (1.34)
4. Handrail doesn't extend far enough horizontally beyond the top and bottom of the ramp (1.35)
5. Ramp surface doesn't extend beyond the inside face of the handrail (1.36)
6. Door closes too quickly (1.46)
7. Door cannot be opened easily with less than 5 lbs. of force (3.11)
8. Not enough floor space to turn around in a wheelchair (3.17)
9. Mirror is too high (3.19)
10. Pipes below lavatory are not insulated to protect against contact (3.26)
11. Force required to activate faucet is too great (3.27)
12. Towel dispenser is too high (3.29)
13. Toilet is too close to the wall (3.30)
14. Side wall grab bars are not proper dimensions (3.33)
15. Rear wall grab bars are not proper dimensions (3.34)
16. TP dispenser does not allow continuous paper flow (3.40)

#### *Town Pool*

1. Handrail is only on one side (1.30)
2. Handrail grip surface is improper size (1.34)
3. Handrail doesn't extend at least 12" beyond top and bottom (1.35)
4. Ramp surface doesn't extend at least 12" beyond handrail (1.36)
5. Main entrance is not accessible (1.37)
6. Front approach to entrance doesn't have enough room (1.42)
7. Ramp doesn't have handrails on either side (2.15)
8. No accessible seating for wheelchair access (2.64)
9. Bench seating is not deep enough (2.7)
10. Mirror over lavatory is too high (3.19)
11. Coat hook in lavatory is too high (3.20)
12. Pipes below lavatory are not insulated to protect against contact (3.26)

13. Faucet can't be operated without tight grasping, pinching, or twisting of wrist and with less than 5 pounds of force (3.27)
14. Soap dispenser is too high (3.28)
15. Paper towel dispenser is too high (3.29)
16. Side grab bars are not proper length or at proper mounting locations (3.33)
17. Toilet paper dispenser is too far from front of water closet (3.38)
18. Door is not self-closing (3.43)
19. Forward approach is not deep enough for water fountain (4.2)
20. Spout is not far enough from back of fountain (4.7)

#### *Water Department*

1. No accessible parking (1.2)
2. No van accessible parking (1.3)
3. Route isn't stable, firm and slip-resistant (1.13)
4. Main entrance isn't accessible and no alternative that is (1.38)
5. Vertical threshold is more than  $\frac{3}{4}$ " in height (2.42)
6. Floor space around light switches is not clear and switch is too high (2.50)
7. Door opening width is not large enough (3.6)
8. Door is not equipped with hardware that is operable without tight grasping, pinching, or twisting of the wrist (3.9)
9. Not a clear path to fixtures (3.16)
10. Floor space is not clear for wheelchair to turn around (3.17)
11. Mirror is too high (3.19)
12. Coat hook is too high (3.20)
13. No clear floor space for forward approach (3.21)
14. Not enough space under sink (3.22)
15. Front of sink is too high (3.23)
16. No clearance from floor to bottom of lavatory (3.24)
17. No toe clearance (3.25)
18. Paper towel dispenser is too high (3.29)
19. Centerline of water closet is not correct distance from side wall (3.30)
20. Not enough clearance around water closet (3.31)
21. Toilet height is too short (3.32)
22. No grab bar (3.33)
23. No grab bar (3.34)
24. No drinking fountain (4.1)

#### *Water Pump Station*

1. No accessible parking (1.2)
2. No van accessible parking (1.3)
3. Ramp slope is too great (1.27)
4. No level landing at bottom of ramp (1.28)

5. No handrails (1.30)
6. Main entrance is not accessible (1.37)
7. No alternative entrance that is accessible (1.38)
8. Front approach not big enough (1.42)
9. Door isn't equipped with hardware that is operable with one hand (1.44)
10. Floor space around light switch isn't clear (2.5)

*Althaus Park*

1. Elevated play components are not connected by ramps (P30)
2. No means of transfer support (P35)

*Marion/Driver Fields*

1. No accessible route to both sides of court (S2)
2. No designated wheelchair space at seating area (T2)

*Scott/Rutledge Fields*

1. No designated wheelchair space at seating area (T2)

*Town Hall Playground*

1. 50% of elevated play components must be connected by either a ramp or transfer system (P16)
2. Elevated play components are not connected by ramps (P30)

*Wagner Field*

1. No designated wheelchair space at seating area (T2)

*Wagner Playground*

1. No accessible entry point (P5)
2. Elevated play components are not connected by ramps (P30)
3. No means of transfer support (P35)

The Town plans to address most if not all of these Building Facilities and Related Parking Lots/Facilities issues that were found within 5 years of the adoption of this document. We do recognize that there may be some issues that are more complex and may require additional time and/or funds to complete. Those issues will be addressed as soon as possible. Fixes to some of these issues are already underway and may be completed before the adoption of this document. It is important to note that this is a living document, and from time-to-time, based

on evaluation by Town staff, some projects may be made more or less of a priority depending on conditions at the time. It is also possible that new projects that were not anticipated will arise and take priority over ones that have been identified. In these cases, the priority list will be re-evaluated and the proper adjustments will be made.

### **Maintenance Activities**

The Town and its' staff will work diligently to maintain its current facilities in great repair specifically when it comes to accessibility. This will minimize the risk of any facilities having possibly dangerous conditions that could lead to injury to staff or citizens and exposure for the Town.



## A2. Pedestrian Facilities / Public Rights-of-Way

In order to create the Town of Signal Mountain ADA Transition Plan, Signal Mountain Public Works Dept. completed an inventory of all pedestrian facilities within the Public Right-of-Way. Pedestrian facilities include all sidewalks and their associated curb ramps at intersections. The inspections were intended to identify obstructions, length and width of sidewalks, presence of curb ramps, and presence of truncated domes (or other tactile surfaces) on curb ramps. Of the approximately 209 streets within the Town of Signal Mountain, 46 have sidewalks. The vast majority of the Town of Signal Mountain's sidewalks are not currently ADA compliant. The majority of sidewalks are less than 5 feet wide, have obstructions, and do not have ADA compliant curb ramps with tactile surfaces and/or truncated domes. The only sidewalks that are ADA compliant are those in subdivisions that are currently under construction or are recently constructed. This is because the Town of Signal Mountain requires newly constructed streets to be constructed with ADA sidewalks. The Town plans to address the existing sidewalks as soon as possible in order to bring them up to ADA standards.

### Inventory and Findings

No.	Street Name	Area Number	Subdivision	Sidewalk Dimensions			Sidewalks	HC Ramps	Truncated Domes	No. of Obstructions	Comments
				Length	Width	Area (SqFt)					
1	Brady Point Road	Area 1	Brady Point	-	-	-	Yes*	No	No	Many	To be upgraded by ADA Rehab Project
2	Carolina Avenue	Area 1	Old Towne	-	-	-	Yes*	No	No	Many	To be upgraded by ADA Rehab Project
3	Fairmount Avenue	Area 1	Old Towne	-	-	-	Yes*	No	No	Many	-
4	Fairview	Area 1	Old Towne	-	-	-	Yes	No	No	Many	-
5	Flint Street	Area 1	Old Towne	-	-	-	Yes	No	No	Many	-
6	Georgia Avenue	Area 1	Old Towne	-	-	-	Yes	No	No	Many	To be upgraded by ADA Rehab Project
7	Louisiana Avenue	Area 1	Old Towne	-	-	-	Yes	No	No	Many	To be upgraded by ADA Rehab Project
8	Marrcrest Lane	Area 1	Old Towne	-	-	-	Yes	No	No	Many	-
9	Mississippi Avenue	Area 1	Old Towne	-	-	-	Yes	No	No	Many	To be upgraded by ADA Rehab Project
10	Ohio Avenue	Area 1	Old Towne	-	-	-	Yes*	No	No	Many	-
11	River Point Road	Area 1	Old Towne	-	-	-	Yes*	No	No	Many	To be upgraded by ADA Rehab Project
12	Signal Mountain Boulevard	Area 1	Old Towne	-	-	-	Yes*	No	No	Many	To be upgraded by ADA Rehab Project
13	Signal Point Road	Area 1	Old Towne	-	-	-	Yes*	No	No	Many	-
14	St. Charles Street	Area 1	Old Towne	-	-	-	Yes	No	No	Many	-
15	Tennessee Avenue	Area 1	Old Towne	-	-	-	Yes*	No	No	Many	To be upgraded by ADA Rehab Project
16	Ault Road	Area 3	N/A	1428	4	5712	Yes	No	No	0	-
17	Berry Spring Path (South Side)	Area 3	Huckleberry Grove	268	5	1340	Yes	No	No	0	One home is currently under construction
18	Berry Spring Path (North Side)	Area 3	Huckleberry Grove	238	5	1190	Yes	No	No	0	-
19	Brow View Lane	Area 3	Brow View	630	4	2520	Yes	No	No	0	-
20	Cauthen Way	Area 3	N/A	1350	5	6750	Yes	Yes	No	1	-
21	Danbury Cove Place	Area 3	Danbury	-	-	-	Yes	Yes	Yes	0	Still Under Construction
22	Ives Lake Road (North Side)	Area 3	St. Ives	582	3.5	2037	Yes	No	No	1	From intersection with Ridgerock to 7 Ives Lake Road
23	Ives Lake Road (South Side)	Area 3	St. Ives	310	3.5	1085	Yes	No	No	0	From 3 Ives Lake Road to intersection with Ridgerock
24	James Boulevard	Area 1/3	Multiple	14008	4.4	64119	Yes	Yes/No	Yes/No	Many	See James Blvd Sidewalk data on other sheet
25	Ridgerock Drive (West Side)	Area 3	St. Ives	2239	3.75	8396.25	Yes	No	No	3	From pool house to 33 Ridgerock
26	Ridgerock Drive (East Side)	Area 3	St. Ives	2139	4	8556	Yes	No	No	4	From 33 Ridgerock to pool house
27	St. Ives Way (South Side)	Area 3	St. Ives	1218	4	4872	Yes	No	No	0	-
28	St. Ives Way (North Side)	Area 3	St. Ives	986	4	3944	Yes	No	No	0	-
29	St. Nicholas Way (West Side)	Area 3	St. Ives	208	4	832	Yes*	No	No	0	-
30	St. Nicholas Way (East Side)	Area 3	St. Ives	177	4	708	Yes*	No	No	0	-
31	Cherokee Lane (South Side)	Area 4	N/A	858	4	3432	Yes*	No	No	Many	-
32	Cherokee Lane (North Side)	Area 4	N/A	852	4	3408	Yes*	No	No	Many	-
33	Chestnut Ridge Lane	Area 5	Windtree	563	3.5	1970.5	Yes	No	No	1	-
34	Dandelion Trail	Area 5	Wild Ridge	-	-	-	Yes	-	-	-	Still Under Construction
35	Dogwood Grove Circle (South Side)	Area 5	Dogwood Grove	825	5	4125	Yes	Yes	No	0	No HC ramp at intersection with Shackleford Ridge
36	Dogwood Grove Circle (North Side)	Area 5	Dogwood Grove	976	5	4880	Yes	Yes	No	1	No HC ramp at intersection with Shackleford Ridge
37	Eagle View Trail	Area 5	Dogwood Grove	453	5	2265	Yes	Yes	No	0	Sidewalk on both sides of Street
38	Hawk Ridge Court	Area 5	Dogwood Grove	475	5	2375	Yes	Yes	No	0	Sidewalk on both sides of Street
39	May Apple Lane (West Side)	Area 5	Boulder Point	1686	5	8430	Yes	No	No	0	-
40	May Apple Lane (East Side)	Area 5	Boulder Point	1631	5	8155	Yes	No	No	0	-
41	Mountain Hollow Drive	Area 5	Windtree	689	3.5	2411.5	Yes*	No	No	0	-
42	Scarlet Maple Court	Area 5	Wild Ridge	230	5	1150	Yes	Yes	Yes	0	Construction is still underway
43	Scenic Hollow Lane	Area 5	Windtree	487	3.5	1704.5	Yes	No	No	0	-
44	Sweetshrub Way	Area 5	Wild Ridge	252	5	1260	Yes	Yes	Yes	0	Construction is still underway
45	Virginia Pine Road	Area 5	Wild Ridge	201	5	1005	Yes	Yes	Yes	0	Construction is still underway
46	Virginia Pine Road (Roundabout)	Area 5	Wild Ridge	197	7	1379	Yes	Yes	Yes	0	Construction is still underway
47	Windtree Drive	Area 5	Windtree	580	3.5	2030	Yes*	No	No	1	From 3802 to intersection at Mountain Hollow

\* - Denotes sidewalk that does not run entire length of street

### Signal Mountain ADA Transition Plan Self-Evaluation: Intersections with Sidewalks

No.	Intersection Location	Area Number	Subdivision	Sidewalks	HC Ramps	Truncated Domes
1	Brady Point Road & River Point Road	1	Old Towne	Yes	No	No
2	Brady Point Road & St. Charles Street	1	Old Towne	Yes	No	No
3	Flint Street and St. Charles Street	1	Old Towne	Yes	No	No
4	River Point Road and James Boulevard	1	Old Towne	Yes	No	No
5	St. Charles Street and James Boulevard	1	Old Towne	Yes	No	No
6	Jame Boulevard and Signal Mountain Blvd	1	Old Towne	Yes	Yes	Yes
7	Signal Mountain Blvd and Georgia Ave	1	Old Towne	Yes	No	No
8	Louisiana Ave and Georga Ave	1	Old Towne	Yes	No	No
9	Louisiana Ave and Carolina Ave	1	Old Towne	Yes	No	No
10	Tennessee and Ohio	1	Old Towne	Yes	No	No
11	Tennessee and Georgia	1	Old Towne	Yes	No	No
12	Tennessee and Carolina	1	Old Towne	Yes	No	No
13	Tennessee and James	1	Old Towne	Yes	Yes	Yes
14	Tennessee and Signal Mountain Blvd	1	Old Towne	Yes	No	No
15	Tennessee and South	1	Old Towne	Yes	No	No
16	Tennessee and Mississippi	1	Old Towne	Yes	No	No
17	Fairview and Mississippi	1	Old Towne	Yes	No	No
18	Signal Mountain Blvd and Fairview	1	Old Towne	Yes	No	No
19	James and Oak	1	Old Towne	Yes	Yes	Yes
20	Signal Point Road and Signal Point Circle	1	Old Towne	Yes	No	No
21	Marr Crest and St. Charles	1	Old Towne	Yes	No	No
22	James and Georgia	1	Old Towne	Yes	No	No
23	Louisiana and James	1	Old Towne	Yes	Yes	Yes
24	Cherokee Lane and Adams St	4	N/A	Yes	No	No
25	Cherokee Lane and Ladder Trail	4	N/A	Yes	No	No
26	Ridgeway Ave and Laurel St	4	N/A	Yes	No	No
27	James and Westwood	3	N/A	Yes	Yes	Yes
28	James and Hathaway	2	N/A	Yes	Yes	Yes
29	James and Inverness	2	N/A	Yes	Yes	Yes
30	James and Cauthen	3	N/A	Yes	Yes	No
31	Cauthen and Ridgeway	3	N/A	Yes	Yes	No
32	Ridgeway and Ault	3	N/A	Yes	No	No
33	James and Danbury Cove	3	N/A	Yes	Yes	Yes
34	James and Mountain Orchard Path	3	N/A	Yes	Yes	Yes
35	James and Majestic Oaks	3	N/A	Yes	Yes	Yes
36	James and Berry Spring Path	3	Huckleberry Grove	Yes	No	No
37	James and Skyline Park Drive	3	N/A	Yes	No	No
38	Brow View Lane and Hampton Road	3	N/A	Yes	No	No
39	Ridgerock Drive and St. Ives Way	3	St. Ives	Yes	No	No
40	Ridgerock Drive and St. Nicholas Rd	3	St. Ives	Yes	No	No
41	Ridgerock Drive and Ives Lake Rd	3	St. Ives	Yes	No	No
42	Dogwood Grove and Shackleford Ridge	5	Dogwood Grove	Yes	No	No
43	May Apple Lane and Shackleford Ridge	5	Boulder Point	Yes	No	No
44	Scenic Hollow Lane and Windtree Drive	5	Windtree	Yes	No	No
45	Windtree Drive and Mountain Hollow Drive	5	Windtree	Yes	No	No
46	Mountain Hollow Drive and Chestnut Ridge	5	Windtree	Yes	No	No
47	Mountain Hollow Drive and Windtree Hollow Lane	5	Windtree	Yes	No	No
48	Sweetshrub Drive and Dandelion Trail	5	Wild Ridge	Yes	Not Yet	Not Yet
49	Virginia Pine Road and Sweetshrub Drive	5	Wild Ridge	Yes	Yes	Yes
50	Scarlet Maple Drive and Virginia Pine Road	5	Wild Ridge	Yes	Not Yet	Not Yet
51	Red Maple Lane and Virginia Pine Road	5	Wild Ridge	Yes	No	No

## **Maintenance Activities and Additional Items**

The following are the SOP's from our Public Works Dept. concerning Sidewalk Maintenance and Repair. These will be strictly adhered to whenever possible.

### **SIDEWALK MAINTENANCE**

#### **Operational Supervisor:**

Street Foreman

#### **Operational Description:**

When inspecting a city sidewalk for damage make note of the location (by address), location in relation to the street, length of repair, sidewalk width and thickness. Note any other issues such as tree roots, fire hydrants, etc. New sidewalks shall be 5 feet wide and 4 inches thick.

#### **PPE:**

Safety vest, eye protection, gloves, "Men Working" signs, "Sidewalk Closed" signs, and flagmen, if needed.

#### **Other Safety Concerns:**

When there is a problem with the equipment or the vehicle  
a work order should be filled out and turned in so the problem can be  
corrected.

#### **See Also:**

(List of Related Memos, Checklist, or Policies that relate and are attached)

## **SIDEWALK REPAIRS**

### **Operational Supervisor:**

Street Foreman

### **Operational Description:**

1. Check equipment fill out truck/equipment inspection sheet
2. Place proper work zone signs
3. Cut sidewalk at existing control joints and dig out cuts.
4. Place orange safety cones in cut if not immediately repaired.
5. Prepare the stone base and set forms.
6. Sidewalks shall have a slope of  $\frac{1}{4}$  inch per foot towards the adjacent street.
7. Mix concrete on-site.
8. Trowel expansion joints to match existing sidewalk.
9. After the concrete has set and in no event less than 24 hours after a sidewalk has been poured, the side forms shall be removed, all excess materials and debris shall be left in a neat and workmanlike condition.

### **Equipment Needed:**

1. One-ton truck
2. Concrete mixer
3. Shovels, trowels, brooms, etc.
4. Water
5. Sand, cement, stone

### **PPE:**

Safety vest, eye protection, gloves, "Men Working" signs, "Sidewalk Closed" signs, and flagmen, if needed.

### **Other Safety Concerns:**

Be aware of both pedestrian and car traffic.

## Appendix B – Schedule and Budget Information

### Overview

Based on the accessibility obstacles/issues identified through the self-evaluation process, and the need to implement improvements in order to comply with ADA accessibility standards, the Town of Signal Mountain has prepared the following schedule and budget estimates. It is important to note that these are only estimates and actual budget numbers could be higher or lower and are based upon available funds.

Accessibility Category	Projected Costs for Accessibility Improvements/Projects					Estimated Sub-Totals
	Year 1 (2019-20)	Year 2 (2020-21)	Yrs. 3 to 5 (2021-22-2023-24)	Yrs. 6 to 10 (2024-25-2028-29)	Yrs. 11 to 20 (2029-30 – 2038-39)	
Communications	\$5,000	\$1,000				\$6,000
Building Facilities	\$60,000	\$250,000	\$500,000			\$810,000
Pedestrian Facilities – within 5 years	\$515,000	\$515,000	\$2,045,000			\$3,075,000
Pedestrian Facilities – within 10 years				\$75,000		\$75,000
Pedestrian Facilities – within 20 years					\$150,000	\$150,000

*Total Cost:*     **\$4,116,000**

### Discussion and Improvement Project Information

As indicated in the table above, the Estimated Total Cost associated with providing ADA accessibility within the categories of Communications, Building Facilities and Pedestrian Facilities is approximately \$4,116,000. This amount represents a significant investment that the Town of Signal Mountain is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to accommodate this cost within the Town's budget for accessibility improvements as best as possible.

## Appendix C – Public Outreach

The Town sent out multiple emails and social media posts in order to solicit input into our ADA Transition planning. Input has been minimal but meaningful. We received emails and letters discussing various areas in Town that citizens would like to see some attention including sidewalks and better accessibility into the Town Pool.

All of the communication that was received is available for review at the Signal Mountain Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN, Monday through Friday from 8:00 a.m. to 4:30 p.m.

We also formed a partnership with Assistant Professor Dr. Erin Melhorn, OTD, OTR/L, in the Occupational Therapy Doctorate Program at the University of Tennessee at Chattanooga. Dr. Melhorn reached out to us offering the assistance of her students in evaluating some of our facilities for accessibility. Dr. Melhorn's second year OT Doctorate students divided into groups which then took one of our facilities each and did a comprehensive review. Town Staff will be using the information gathered from these reports in conjunction with our own in-house Self-Evaluation to determine if any projects need to be made a higher or lower priority. Those reports are also available for review at the Signal Mountain Town Hall.



## Appendix D – Public Notice of ADA Requirements and Grievance Procedure

As required by the Americans with Disabilities Act, the Town has posted the following notice outlining its responsibilities with regard to ADA compliance.

### Town of Signal Mountain ADA Public Notice

The Town of Signal Mountain does not discriminate on the basis of disability in its services, programs, or activities.

**Employment:** The Town of Signal Mountain does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA Title I Employment Regulations.

**Effective Communication:** The Town of Signal Mountain will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Town of Signal Mountain will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in The Town of Signal Mountain offices, even where pets and other animals are prohibited.

**Requests:** To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact ADA Coordinator Sam Guin by mail at 1111 Ridgeway Avenue, Signal Mountain TN, 37377, by email at [sguin@signalmountaintn.gov](mailto:sguin@signalmountaintn.gov), or by phone at (423) 886-2177 Ext. 214, as soon as possible, preferably 30 days before the activity or event.

**Complaints:** Send complaints to ADA Coordinator Sam Guin by mail at 1111 Ridgeway Avenue, Signal Mountain TN, 37377, by email at [sguin@signalmountaintn.gov](mailto:sguin@signalmountaintn.gov), or by phone at (423) 886-2177 Ext. 214.

## Town of Signal Mountain ADA Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Signal Mountain.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to:

Sam Guin  
Special Projects and Compliance Manager  
ADA Coordinator  
1111 Ridgeway Avenue  
Signal Mountain, TN 37377  
[sguin@signalmountaintn.gov](mailto:sguin@signalmountaintn.gov)  
(423) 886-2177 Ext. 214

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format that is accessible to the complainant, such as large print, Braille, audio tape, etc. The response will explain the position of the Town of Signal Mountain and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Town Manager of the Town of Signal Mountain or his designee.

Within 15 calendar days after receipt of the appeal, the Town Manager, or designee, will meet with the complainant to discuss their complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Manager, or designee, will respond in writing and, where appropriate, in a format that is accessible to the complainant with a final resolution of the complaint.



## Appendix E – Contact Information

### ADA Title II Coordinator

Name: Sam Guin

Job Title: Special Projects and Compliance Manager

Office Address: 1111 Ridgeway Avenue, Signal Mountain, TN 37377

Phone: (423) 886-2177 (Ext. 214)

Fax: (423) 886-2939

E-mail: [sguin@signalmountaintn.gov](mailto:sguin@signalmountaintn.gov)

### ADA Transition Plan Implementation Coordinator

Name: Sam Guin

Job Title: Special Projects and Compliance Manager

Office Address: 1111 Ridgeway Avenue, Signal Mountain, TN 37377

Phone: (423) 886-2177 (Ext. 214)

Fax: (423) 886-2939

E-mail: [sguin@signalmountaintn.gov](mailto:sguin@signalmountaintn.gov)

## Appendix F – Agency ADA Design Standards and Improvement/Compliance Procedures

### ADA Resources and Design Standards

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

### Improvement/Compliance Procedures

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.

## Intersection Corners

The Town will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of Town staff.

## Sidewalks

The Town will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of Town staff.

## Trails

The ADA guidelines apply to those trails that are designed and constructed for pedestrian use. These guidelines are not applicable to trails primarily designed and constructed for recreational use by equestrians, mountain bicyclists, snowmobile users, or off-highway vehicle users, even if pedestrians may occasionally use the same trails. However, a multi-use trail specifically designed and designated for hiking and bicycling would be considered a pedestrian trail.

It is important to note that existing trails are not required to be brought to ADA standards. The accessibility guidelines only require *“all newly constructed and altered portions of existing trails connected to accessible trails or designated trailheads to comply”*. Routine or periodic maintenance or repair of existing trails or trail segments is exempt. Maintenance and repair are defined as work that is not an alternation: it does not change the original propose, intent or design of the trail. Newly constructed trails or extensions of existing trails will not be required to meet ADA guidelines if their compliance would:

1. cause substantial harm to cultural, historic, religious, or significant natural features or characteristics;

2. substantially alter the nature of the setting or the purpose;
3. require construction methods or materials that are prohibited by Federal, State, or local regulations or statutes;
4. not be feasible due to terrain (excessive slope or cross slope) or the prevailing construction practices.

#### Traffic Control Signals

The Town will work in good faith to have traffic control signals constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of Town staff.

#### Bus Stops

The Town will work in good faith to have bus stops constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each bus stop location shall be made as compliant as possible in accordance with the judgment of Town staff.

#### Other policies, practices and programs

The Town's other policies, practices and programs not identified in this document will follow the applicable ADA standards.

## Appendix G – Glossary of Terms

**ABA:** See Architectural Barriers Act.

**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that all transportation facilities, services, programs, and activities are accessible to all individuals.

**ADAAG:** See Americans with Disabilities Act Accessibility Guidelines.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Accessible Pedestrian Signal (APS):** A device that communicates information about the WALK phase in audible and vibrotactile formats.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Americans with Disabilities Act Accessibility Guidelines (ADAAG):** Contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

**APS:** See Accessible Pedestrian Signal.

**Architectural Barriers Act (ABA):** Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

**Capital Improvement Program (CIP):** The CIP for a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency's transportation system.

**Detectable Warning:** A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

**DOJ:** See United States Department of Justice.

**Federal Highway Administration (FHWA):** A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

**FHWA:** See Federal Highway Administration.

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**PROWAG:** An acronym for the *Public Rights-of-Way Accessibility Guidelines* issued in 2005 by the U.S. Access Board. This guidance addresses roadway design practices, slope and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking and other components of public rights-of-way.

**Right-of-Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

**Trail:** A route that is designed, designated, or constructed for recreational pedestrian use or provided as a pedestrian alternative to vehicular routes within a transportation system.

**Uniform Federal Accessibility Standards (UFAS):** Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

**United States Access Board:** An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally-funded facilities.

**United States Department of Justice:** Federal executive department responsible for enforcement of the law and administration of justice (also referred to as the Justice Department or DOJ).